

**Environmental Health Division
2124 - 4th Avenue, 4th Floor, Seattle, WA 98121**

Plan Review Process for
MOBILE FOOD SERVICE OPERATION

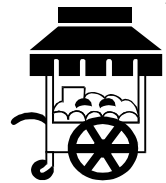
Whenever you start a new mobile food service operation or make changes to an existing one, or its commissary, facility (the mobile unit itself), equipment, menu, location or route, you must contact the health department. The changes will determine whether you need to update plans or submit new ones.

The process of submitting plans for mobile food carts will vary depending on the location of your operation and the type of vehicle or cart you will be operating.

In Seattle:

Carts:

The process begins with the Department of Design, Construction and Land Use (DCLU). All plans must first be submitted to DCLU. If DCLU determines the plans need a review, four copies are required. DCLU will route the plans to the Health Department. Once the plans are approved by the Health Department, they are routed back to DCLU and an approval letter is sent by the Health Department. If a review is not required by DCLU, submit two copies of the plans to the Health Department along with documentation from DCLU that they have no issues with the project.



Unrestricted and Restricted Mobiles:

The process begins with the Health Department. Two sets of plans are submitted directly to the Health Department. If you will be building a new commissary to support your vehicle then four sets of plans would need to be submitted to DCLU and the protocol for cars would be followed.

The plan reviewer for the City of Seattle:

Patricia Ryan, 206-296-4787, 206-296-4632, 2124 4th Avenue, 4th Floor, Seattle, 98121.

Unincorporated King County and Suburban Cities:

Plans for all mobile units and carts, both unrestricted and restricted, are submitted first to the Health Department. You must submit 2 sets of plans to the plans reviewer.

The plan reviewer for Unincorporated North and East King County and Suburban Cities:

Mike Bratcher, 206-296-9741, 206-296-9791, 10808 NE 145th Street, Bothell, 98011

The plan reviewer for Unincorporated South County and Suburban Cities:

Mike Milbach, 206-205-1903, 206-296-4708, 1404 Central Avenue, S., Suite 101, Kent 98032.

To make the mobile plan process as easy as possible, follow these guidelines and complete the following check list. If you have any questions, please contact the plans examiner in the appropriate area.

Be Sure your plans are clear and easy to read:

Provide the correct number of plan sets:

Mobile Carts: Seattle: Four sets of plans to Department of Design, Construction and Land Use if required (see Page 1), otherwise two sets to Health Department.

Two sets in Unincorporated King County and Suburban Cities.

Restricted Mobile vehicles: Two sets of plans except if building own commissary in City of Seattle then four sets to DCLU.

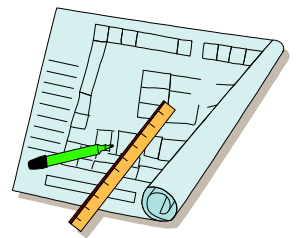
Unrestricted Mobile Vehicles: Two sets of plans except if building own commissary in City of Seattle then four sets to DCLU.

Labor & Industries approval must be provided for mobile food vehicles before plan review

Include the plan Review fee of \$277.00

The Plan Review Fee Is Not Refundable

Put your plans together in the following order. Check off each item when the information is put in the packet.



1. Cover Page

- ☐ Name of mobile food service.
- ☐ Address where the cart will be located. Include zip code.
- ☐ The contact person's name, address and phone number.

2. Itemized Menu

- ☐ List all the food you will be serving. Include condiments, iced beverages, the source of any food that will not be made by you, and details of any packaging.

3. A top view drawing of the cart/vehicle - occupied vehicle requires Labor and Industries approval prior to plan review (see mobile food service guidelines)

- ☐ Dimension. (Base **cart** maximum dimensions 3' x 6'. Wing length max 18".)
- ☐ Layout of all equipment and supplies. Include cash register, hand soap and paper towels, knock box, espresso machine, hot dog cookers, condiments, baked goods, etc. Provide spec sheets for hot dog cooker, granita machines, etc.

4. An operator's side view of the cart or elevations of the vehicle

- ☐ Dimensions.
- ☐ Layout of all equipment.
- ☐ Cold holding equipment. Make and model of refrigerator. In most cases commercial refrigeration is required.
- ☐ Finishes on surfaces (inside and outside)

5. **A drawing of the water system**

- ___ Spec sheet on the hot water heater. (The page that indicates the hot water heater has an adjustable thermostat.)
- ___ Size and **material** of the fresh water and wastewater tanks. Handsink must have at least 5 gallons fresh water.
- ___ Waste tank needs to be 15% larger than fresh water tank. If additional water is needed, such as for espresso, show additional supply. Provide spec sheet.
- ___ Type of pump. Provide spec sheet.
- ___ Tubing material. Must be drinking water approved. Provide spec sheet.
- ___ Waste connection. Must be tight fitting with a quick disconnect or tight plumbed.
- ___ Specific drawing of how the water system fits on the mobile unit. Provide details and placement/locations of fresh and waste water tanks, pump, hot water heater, etc.

6. **Side View**

- ___ Dimensions.

7. **Front View**

- ___ Dimensions.
- ___ Indicate overhead protection.

8. **Commissary Details**

- ___ Letter from owner of the commissary if you are using someone else's approved kitchen. Letter must indicate you have access to dishwashing, refrigeration and storage at the time(s) you have indicated you will be using it.
- ___ Plans for the detailed layout of the commissary if you are building your own. See Plan Guide for additional information.
- ___ Location of commissary from operating site.

9. **Restroom availability letter**

- ___ Letter/lease giving permission for mobile operators to use restrooms.

10. **Site Map**

- ___ Location of mobile food service operation.
- ___ Location of cart storage.
- ___ For single locations include location of commissary and restrooms.
- ___ For routes include details of all stops and time at stops.

11. **Operating procedures**

- ___ Hours of operation.
- ___ Time at commissary.
- ___ How and where water tanks will be filled.
- ___ How and where waste water tanks will be emptied.
- ___ Cleaning during the day.
- ___ Cleaning at the commissary.
- ___ Details of any food preparation.

12. **Conclude with: *NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL***

13. There are additional requirements for mobile trucks and trailers where food will be prepared on site. See the Mobile Food Service Guidelines for details.

ADDITIONAL REQUIREMENTS

14. Provide picture(s) of the mobile cart/vehicle (operator's view, front view, etc.)
15. Provide handwash sink dimensions - length, width, depth and clearance. (Note that the hand wash sink minimum size is 10" x 10" x 6" with 12" clearance above the sink.)
16. Provide ice chest detail (size, material).

If your plans do not contain all of the information from the checklist, they will be disapproved and returned to you with a correction notice. You will need to resubmit them with the additional information. The re-submittal fee is \$131.00 per hour.

Where to submit your plans:

Seattle Area:

Patricia Ryan at 206-296-4787 or 206-296-4632, 2124 4th Avenue, 4th Floor, Seattle, 98121

North & East Unincorporated King County and North and Eastside Suburban Cities:

Mike Bratcher at 206-296-9741 or 206-296-9791, 10808 NE 145th St., Bothell 98011

Unincorporated South King County, South King County Suburban Cities:

Mike Milbach at 206-205-1903 or 206-296-4708, 1404 Central Ave.S., Suite 101, Kent 98032

MOBILE FOOD SERVICE PLAN REVIEW GUIDELINES

I. DEFINITIONS AND PERMIT CLASSIFICATIONS FROM THE FOOD CODE:

Mobile food service unit. “Mobile food service unit” means an approved movable vehicle or cart that is operated from either a fixed location or on an established daily route; is supplied from, and cleaned, maintained and stored at, a commissary or base of operation; and from which food is prepared, served, or provided for the public with or without charge. Such units shall be classified according to the following categories:

- A. **“Mobile Food Cart”** – A cart limited to serving non-potentially hazardous foods with no preparation except microwave warming for immediate service, hot dogs, espresso beverages, snow cones or limited non-potentially hazardous beverages.
- B. **“Restricted Mobile Food Vehicle”** – A vehicle limited to serving only prepackaged potentially hazardous foods requiring no further food preparation except microwave warming for immediate service.
- C. **“Unrestricted Mobile Food Vehicle”** – A vehicle preparing or serving food that is not packaged.

II. GENERAL INFORMATION

Mobile food service units are **not** movable restaurants. Because facilities are extremely limited, food preparation is restricted. Not all foods are suitable for mobile food service.

All requirements are based on the menu and preparation procedures on the mobile food service unit. A definite menu must be set. Design requirements of the mobile unit vary with the type of food (hazardous or non-hazardous) and whether the food is pre-packaged or not.

All mobile food service units are evaluated on an individual basis. All new operations require complete mobile plan review regardless of whether the unit has had a permit before or not. The plan review fee is \$277.00 for a new operation. Information necessary for plan review includes: 1) ownership information, 2) menu, 3) design of the mobile food service unit, 4) commissary, and/or base of operation, 5) site location/itinerary and 6) operating procedures. This information must be submitted in **Duplicate**.

Your plans must conclude with the following statement:

“NO CHANGES MAY BE MADE WITHOUT PRIOR HEALTH DEPARTMENT APPROVAL”

This means any changes in ownership, menu, location, itinerary, hours of operation, commissary, etc., must be submitted to the plan reviewer for approval. A single change will be cost of service/hour. Multiple changes require submission of a new plan and a review fee of \$211.00.

For any questions, contact:

Seattle Area:

Eileen Hennessy at (206) 296-4787, (206) 296-3632, 2124 – 4th Avenue, 4th Floor, Seattle 98121

North & East Unincorporated King County and North & Eastside Suburban Cities:

Mike Bratcher at (206) 296-9741, (206) 296-9791, 10808 NE 145th St., Bothell 98011

Unincorporated South King County, South King County Suburban Cities:

Mike Milbach at (206) 205-1903, (206) 296-4708, 1404 Central Avenue S., Suite 101, Kent 98032

NOTE: “Potentially hazardous food” and “hot dogs” are mentioned throughout these guidelines:

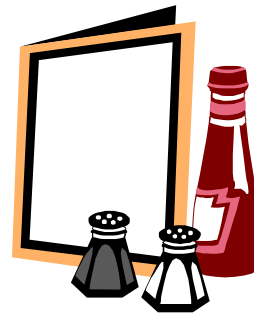
“POTENTIALLY HAZARDOUS FOOD” means any natural or synthetic edible item, material, or ingredient in a form supporting rapid and progressive growth of infectious or toxigenic microorganisms or the slower growth of *Clostridium botulism*.

“HOT DOGS” means precooked ready-to-eat sausage product manufactured under USDA requirements and surveillance.

III. PLAN REVIEW REQUIREMENTS

- A. **Ownership Information** – List name of the mobile food service unit and location for the unit, the owner’s name, home address and phone number.
- B. **Menu** – List all food and beverages to be served. Include whether foods are packaged or how foods are dispensed. Prepackaged foods are preferred and may be required. Some foods are exempt from code, such as commercially prepared and prepackaged non-potentially hazardous foods. After a mobile plan is approved, *any menu changes* require Health Department approval.

Outline food preparation procedures according to your menu. Note all steps in the preparation of each menu item. Note all steps in the preparation of each menu item, including condiments, at the commissary and on the vehicle when applicable. Detail how food is prepared, when it is made, how it is packaged, etc.



All food items used or sold must be from an approved source. Use of food prepared in unapproved kitchens or living quarters is not allowed.

- C. **Design of Cart/Vehicle** – Basic design is up to the owner. A picture of the mobile cart is required. A scale drawing, including all views is required (top view, front view, side view, elevation). Overhead protection is required. Specify all equipment on cart/vehicle, such as temperature control equipment, plumbing fixtures, tanks, water heater, etc. Include spec sheets for equipment. Note surface finish on plan – all surfaces must be smooth, sealed and easy to clean.

Use of liquid propane gas may require Fire Department approval and permit. Contact the Fire Department in the area you plan to operate in.

1. **Carts:** In Seattle on public property, cart body size is limited to 3 feet by 5 feet with each extension no longer than 18 inches. The cart must be easily movable by one person (refer to City of Seattle, Board of Public Works, Rules for Street Vending, Chapter 4.10). In the County, in suburban cities and on private property in Seattle, cart body size is limited to 3 feet by 6 feet with each wing no longer than 18 inches or the size allowed by the local jurisdiction, whichever is smaller. All food, equipment, utensils, paper products, water tanks and cleaning supplies must be stored on the cart or in the commissary. No additional storage is allowed beside the cart except for one ice chest. The maximum size of the ice chest is 3 cubic feet and 30” long. The ice chest may be used for non-potentially hazardous foods only. A waste container must be provided for refuse generated by the cart operation.

2. **Occupied Vehicles:** All occupied vehicles (commercial coaches) must obtain approval from Washington State Department of Labor and Industries (L&I). L&I's rules and regulations govern the safety of body and frame design and the installation of plumbing, heating and electrical equipment. Contact the L & I Plans Examiner at (360) 902-5281 in Olympia for your packet of information on L & I plan review. Obtain L & I's inspection and seal of approval prior to your plan review by the Health Department (black label affixed to the outside of the vehicle).

- D. **Commissary** – The commissary, or base of operations, is an essential part of a mobile unit's operation. Even if the commissary is already a licensed facility, plans for the commissary must accompany the mobile plan for review. All facilities and operations must meet requirements of the Food Code. A copy of the commissary plan must be included in the mobile plans.

The commissary must provide adequate storage for all supplies, including refrigeration if required. Minimum plumbing requirements for a commissary include a 3-compartment sink or other approved dishwashing facilities, a mopsink and a handsink if food preparation occurs at the commissary. Cleaning and sanitizing required on a daily basis for all equipment, utensils, water tanks and the cart. The commissary must be at one location, not the sinks in one place and storage at another.

The commissary must also include space for cleaning and overnight storage of the cart. Note on your plans how commissary access is achieved – i.e., size of doorways, halls, radius of corners, etc. Be prepared to show mobility of the cart to the commissary upon request. The operator must have access to the commissary during all hours of operation. If commissary is another food service, explain how both businesses will use the facilities. Commissary keys must be provided if business hours of the cart are longer than the commissary's.

Vehicles must have a servicing area at the commissary. The servicing area must have overhead protection, cleanable floors and facilities for water draw and wastewater disposal.

- E. **Site Location/Itinerary** – Mobile carts must have an exact location for their operation. A site map must show the cart location in relationship to streets, buildings, etc. Also, show the distance from the site location to the commissary. Any change in location must be approved by the Health Department. Provide a letter of restroom availability giving permission for employees to use a public restroom within 200 feet during the business hours of the cart. The distance is the usual route a person would take to reach the restroom.

Site locations on public property may require a street use permit. Contact the City or County agency where you plan on locating.

Mobile vehicles operation at a specific location follow the same requirements as above for carts.

Mobile vehicles who have a daily route must submit an itinerary of their locations, specifying exact locations and times, hours of operation, and when the vehicle /employee will be back at the commissary. Mobile vehicles must provide letters of restroom availability for every two (2) hours on the road. Updated itineraries must be provided to your Health Department District for approval when itineraries change or once per, whichever is oftener.

- F. **Operating Procedures** – Note business hours and time at the commissary. Submit an outline of your daily activities. Start with preloading of the unit, transport to site location, set-up on site, your operation during business hours, continuous cleaning and sanitizing procedures while operating, etc. For the end of the business day, outline closing procedures for unit, transport back to commissary, unloading of cart, storage of supplies (i.e., food, paper products, utensils), cleaning and sanitizing procedures, maintenance of water and waste water tanks, and cart storage.

IV. SPECIFIC REQUIREMENTS BY MOBILE FOOD SERVICE CLASSIFICATIONS:

- A. **Mobile Food Cart.** Carts are limited to serving only hot dogs, espresso, beverages and non-potentially hazardous foods with limited food preparation; i.e., fresh squeezed high acid juices, or snow cones. No preparation of potentially hazardous food is allowed on a mobile cart. A special exemption exists for hot dogs and for espresso carts for the preparation of milk.

1. Food Preparation and Maintenance

- a. All preparation and packaging of non-potentially hazardous foods must be done at the commissary or another commercial establishment. Proper food preparation procedures and adequate facilities must be used.
- b. Hot dogs must meet the definition of hot dogs, and must be cooked to and hot held at 140 F or above. All warmed hot dogs left over at the end of the day must be discarded.
- c. Milk for espresso must be steamed for immediate service only, then the pitcher placed in the refrigerator until the next order. Leftover steamed milk at the end of the day must be discarded.
- d. Granita machines must maintain temperatures of 45° F or less. The machines must be cleaned and sanitized daily.
- e. Juice preparation is limited to high acid juices, such as lemonade. Extractors and blenders are not allowed on carts because of the difficulty of cleaning them during operation.
- f. Mechanical refrigeration is required for the milk and hot dogs. Temperatures must be kept at 45 F or less. Thermometers must be visible in all refrigeration units.
- g. A metal stem type thermometer must be available to check food temperatures.
- h. Only one extra ice chest will be allowed for non-hazardous beverages or other non-hazardous foods. When allowed by the local jurisdiction, the ice chest may be on cart no longer than the ice chest. Paper products may also be stored on this cart. All other food products and supplies must be stored on the main cart or in the commissary.
- i. Microwave ovens are allowed for reheating of non-potentially hazardous foods for immediate service only.
- j. Sanitized wiping cloths are required. Clean wiping cloths and sanitizing solution must be on location. Soiled wiping cloths must be stored in a separate plastic bag. All work surfaces must be sanitized throughout the day.
- k. Reusable utensils (i.e., tongs, spoons, etc.) must be washed and sanitized at the commissary every two (2) hours. If the commissary is not convenient to carry out constant dish washing, then extra clean and sanitized utensils must be loaded on the cart in a sanitary plastic bag and soiled utensils must be replaced every two hours. Store dirty utensils in a separate plastic bag for washing and sanitizing at the commissary.
- l. No utensils are needed for prepackaged foods. The operator cannot packages or handle unwrapped food. Only the customer can open the package.
- m. Customer utensils must be single service and stored and dispensed in a sanitary manner.
- n. Condiments must be prepackaged single servings or in dispenser bottles.

2. Sinks and water supply requirements for carts preparing or serving unwrapped foods.

- a. A handsink is required, with hot and cold or tempered running water (minimum 80 f, maximum 120 F), under pressure, with handsoap and paper towels. The minimum size is 10" x 10" x 6" deep with 12" clearance above the sink. The handsink must be operational and easily accessible at all times while the cart is in operation. If handsinks are in cabinets or drawers, they must be left open to keep the handsink available. A minimum of 5 gallons of water is required for handwashing. Any additional water for use on the cart must be provided in addition to the water for handwashing.
- b. Water supply for the handsink must be from an approved source (i.e., approved public water supply at commissary).
- c. The waste water tank must be 15% larger than the fresh water supply tank.
- d. The waste water tank must be emptied or drained at the commissary, or approved disposal site, **NEVER** on the street or ground or used to water plants. If waste tanks are not removable, a

drainage pad, graded and sewer, is required, as well as facilities for in-place cleaning and sanitizing.

- e. Tanks for water supply must be made of food-grade materials. Tanks for water supply and waste water shall be rigid, durable and cleanable. Collapsible tanks are not acceptable. Tanks must be easily cleanable.
- f. A 3-compartment sink is not required on the cart, but must be available at the commissary.

B. Restricted Mobile Food Vehicle. A vehicle or person serving prepackaged food and beverages pursuant to prearranged itineraries (specific routes) or at a fixed location. Peddling in residential areas is prohibited.

1. All preparation and packaging must be done at the commissary or another commercial establishment. Proper food preparation procedures and adequate facilities must be used. Potentially hazardous foods must be at 45° F or less or 140° F or above while on the truck. Pre-chilling the refrigeration units prior to loading is required.
2. Mechanical refrigeration is preferred and may be required depending on menu (i.e., hazardous foods and length of business day). Refreezable or dry ice may be utilized in an ice chest, the inside and outside must be smooth, cleanable and durable. (Styrofoam ice chests are not approved).
3. Facilities for hot holding must maintain 140 F or above. Mechanical units are required, powered by propane, electricity or generators, etc. Thermostatic controls are recommended to adequately control hot holding temperature in variable weather conditions. Preheating the hot units prior to loading is required.
4. Reheating for hot holding is only allowed for foods that have been processed in a facility under WSDA, FDA, or USDA inspection. Facilities for reheating must rapidly reheat within one hour. Hot holding of reheated foods is not recommended. Reheating “to order” is a safer method and may be required. Potentially hazardous foods prepared in the commissary may be reheated for immediate service only.
5. Thermometers must be available in all cold holding units. A metal stem type thermometer must be available to check food temperatures for hot and cold foods.
6. No utensils are needed for prepackaged foods. The operator cannot open packages or handle unwrapped food. Only the customer can open the package.
7. Customer utensils must be single service and stored and dispensed in a sanitary manner.
8. Condiments must be prepackaged single servings or in dispenser bottles. Additional requirements for vehicles that stop at office buildings and sell prepackaged foods floor to floor:
 - a. Mechanical refrigeration is preferred and may be required in vehicle. Refreezable ice packs may be utilized for floor to floor sales (no regular ice). Hot holding is not permitted.
 - b. Condiments must be prepackaged single servings.

C. Unrestricted Mobile Food Vehicle. A vehicle preparing or serving food in an approved enclosed mobile unit which operates at a specified location or on a prearranged route. May serve non-potentially hazardous foods or may do limited preparation of potentially hazardous foods. Limited preparation means food preparation is simplified to reduce excessive steps where food may become contaminated (i.e., quick “cook and serve” or “assemble and serve” on order).

1. All preparation and packaging must be done in the commissary or another commercial establishment; i.e., chopping lettuce, cutting tomatoes, slicing meat, making soup. Minimal food preparation is allowed on the vehicle, but there may be additional requirements.
2. Mechanical refrigeration is required for all potentially hazardous foods. Cold potentially hazardous foods must be held less than 45 F. Prechilling the refrigeration units prior to loading is required.
3. Facilities for hot holding must maintain 140 F or above. Mechanical units are required, powered by propane, electricity, or generators. Preheating the hot units prior to loading is required.
4. Cooking of raw meats on the vehicle is restricted to thin foods, such as, hamburger patties. Cooking of raw meats greater than one inch thick in thickness is not allowed.
5. Reheating for hot holding is only allowed for foods that have been processed in a facility under WSDA, FDA, or USDA inspection. Facilities for reheating must rapidly reheat within one hour. Hot holding of reheated foods is not recommended. Reheating "to order" is a safer method and may be required. Potentially hazardous foods prepared in the commissary may be reheated for immediate service only.
6. Cooling is not allowed for potentially hazardous foods on the vehicle. Leftover hot foods must be discarded.
7. All foods on the vehicle must be protected from contamination such as with sneeze guards, or dome shields.
8. Condiments must be in single service packages or dispenser bottles. Condiments unavailable in single service packaging and which can't be dispensed in bottles may be served in bulk, provided that the condiment is non-potentially hazardous and there is a sneeze guard for food protection (i.e., sauerkraut).
9. Customer utensils must be single service and stored and dispensed in a sanitary manner.
10. Thermometers must be available in all cold holding units. A metal stem type thermometer is required to check all food temperatures (hot and cold).
11. Sanitized wiping cloths are required. Clean wiping cloths and a sanitizing solution must be on the vehicle. Soiled wiping cloths must be stored in a separate plastic bag.
12. All equipment and supplies must be stored on the mobile vehicle or in the commissary.
13. A handsink is required. See Section IV.A.2.a-e for water supply details.
14. A 3-compartment dishwashing sink is required with hot and cold or tempered running water under pressure. A minimum of 35 gallons of water is required for dishwashing. The water needed for handwashing and food preparation must be provided in addition to the 35 gallons required for dishwashing. See Section IV.A.2b-e for water supply and wastewater requirements.
15. Servicing areas are required for vehicles. Servicing areas must have overhead protection and a smooth, sealed floor. If water tanks are refilled by hoses, the hoses must be food grade, retractable to facilitate sanitary storage off the ground, and used for no other purpose than for freshwater draw. All hoses must have vacuum breakers to prevent back siphonage. Hose connections to tanks must be tight and must quickly connect/release. There must be a graded drain pad connected to the sewer for waste water discharge and cleaning. If RV dump sites are used for wastewater holding tank disposal, a letter of permission and site address for the facility must be provided. A mop sink must still be provided at the commissary for vehicle clean up.
16. Ventilation hoods are required for any grease producing cooking equipment. If deep fryers are utilized, a tight fitting, heat resistant cover shall be locked in place for safe transport of hot grease.